

metasys®

User's Guide

v-class®
teacher

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v-Class Teacher
Version 2.0

User's Manual

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1 Preface

Welcome to the **v-Class Teacher!**

1.1 For whom this guide is intended

The information contained in this document is intended for **v-Class Teacher** users. This guide was specially elaborated for these users and help them take on and overcome difficulties in using the **v-Class Teacher** as a way of saving time, money, learning more and produce better. In plain language, it teaches the basic concepts as well as how to use the **v-Class Teacher**.

1.2 Related documents

The **v-Class Teacher** is a product that is part of the **Metasys** solution.

The <http://www.metasys.com.br> site features a wide range of information on the benefits, principal technical characteristics and other important observations regarding the **Metasys** products.

1.3 Comments and support

We welcome comments from users about the **v-Class Teacher** and its documents. As the product is always being revised, and new characteristics and functions are being added to the software in order to improve its quality, functionality and scope, your opinion is extremely important to us. We encourage users of **v-Class Teacher** to submit their suggestions, which may be addressed to:

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1.4 Nomenclature used in this document

The following nomenclature is used in this document:

Text in bold: for buttons, screen names, fields, and other screen components.

Examples: **OK** button; **Name** field.

Text within quotes: for specific names, field values, and screen options.

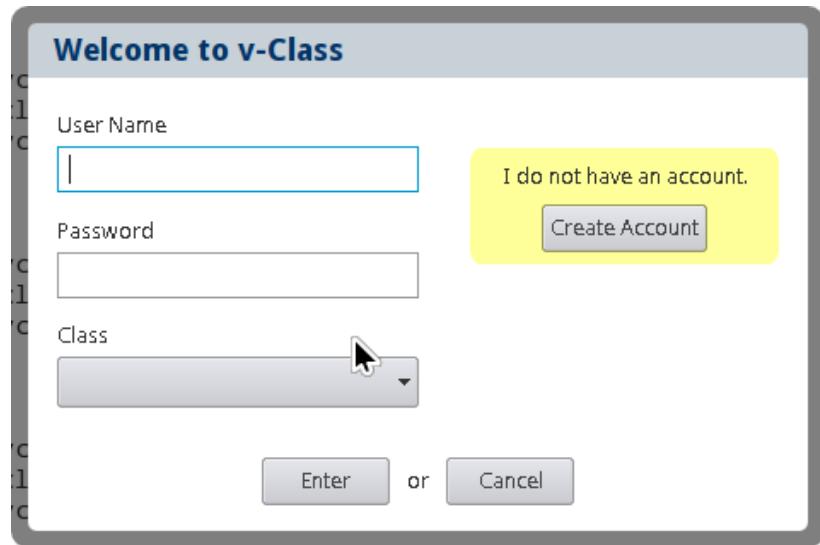
Example: Insert the "violence" value in this field.

Text in bold and capital letters: to refer to specific keys on the keyboard.

Examples: **ESC** key; **ENTER** key.

2 Profile

The image below is showing the v-Class login window



2.1 Registering a new account

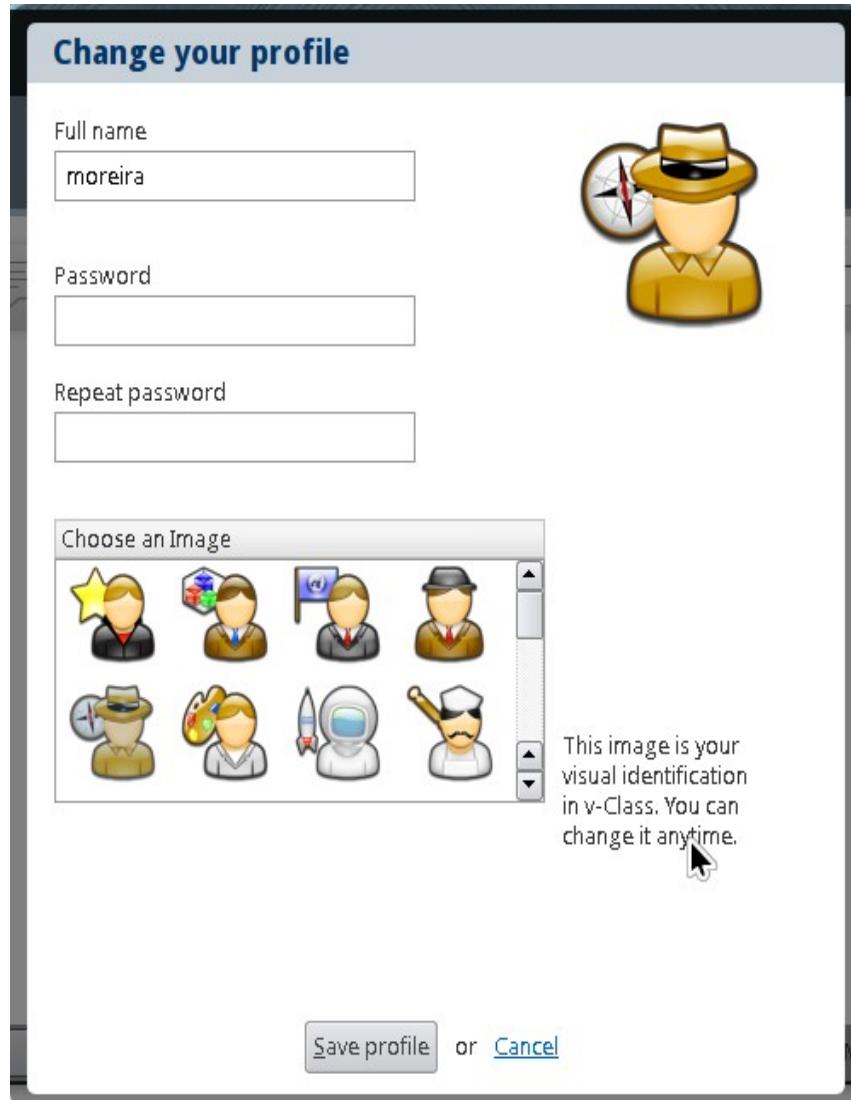
Click on the button **Create account**. The following screen will be displayed:

A screenshot of the 'New Account' registration window. It has a dark blue header bar with the title 'New Account'. Below are five input fields: 'Full name' (empty), 'Username' (empty), 'Password' (empty), 'Repeat password' (empty), and 'Class name' (empty). To the right of 'Class name' is a 'Year' dropdown set to '2010'. At the bottom left is a 'Choose an Image' section with a grid of 8 icons representing different user roles. A tooltip on the right explains: 'This image is your visual identification in v-Class. You can change it anytime.' At the bottom are 'Create account and login' and 'Cancel' buttons.

Fill in your full name, username, password, class name and year, click on **Create account and login** to finish.

2.2 Edit Account

On the main window click on **Edit** your profile. The following screen will be displayed:



Edit your profile information and click on **Update** to save the changes.

2.3 Logging to v-Class

Inform the "Username" and "Password", select the class and click the **Enter** button.

3 Main Window

3.1 View Class in Thumbnails Mode

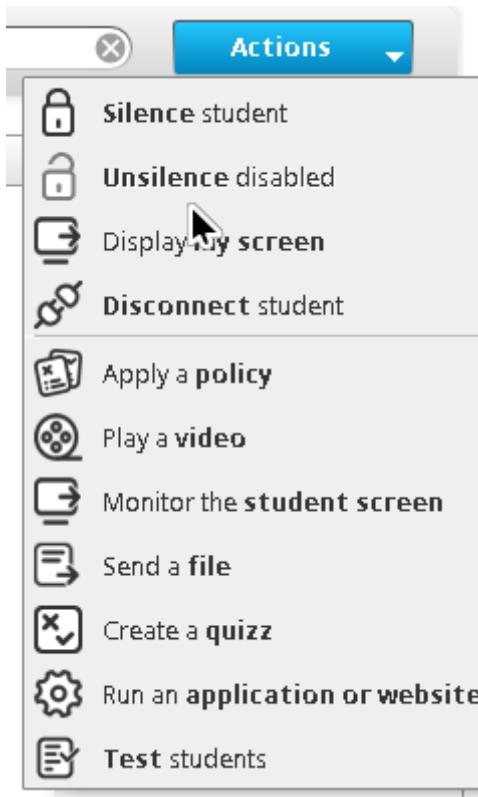
Click the Class menu to view the all students. Click on  to view thumbnails of each student screen.

3.2 View Class in Details Mode

Click the **Class** menu to view the all students. Click on  to change to the detailed view that display information about the network connection and battery level of the students.

3.3 Apply Actions to Connected Students

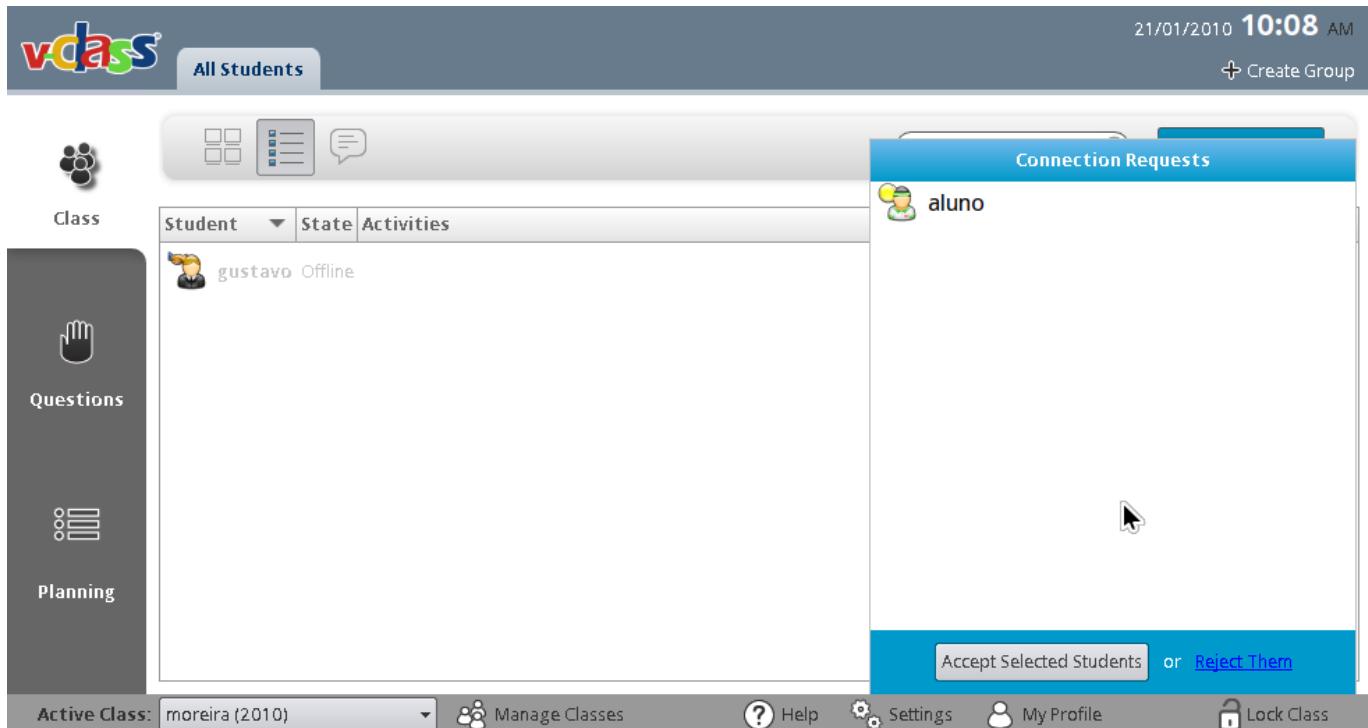
Click on **Actions** and the following menu will be displayed:



If one of the available options is selected without selecting students or a group of students the actions will be applied to all the connected students.

3.4 Accept a Connection request

Connection requests are displayed in the **Class** screen. Open the Class screen, and click on **Connection Requests**. The following menu will be displayed:



Select the students and click on **Accept** to add them to the class.

3.5 Block Class

Click the button **Lock/Unlock Class** to block or allow the students' access to the class. Note that when a class is locked the students are not allowed to disconnect.

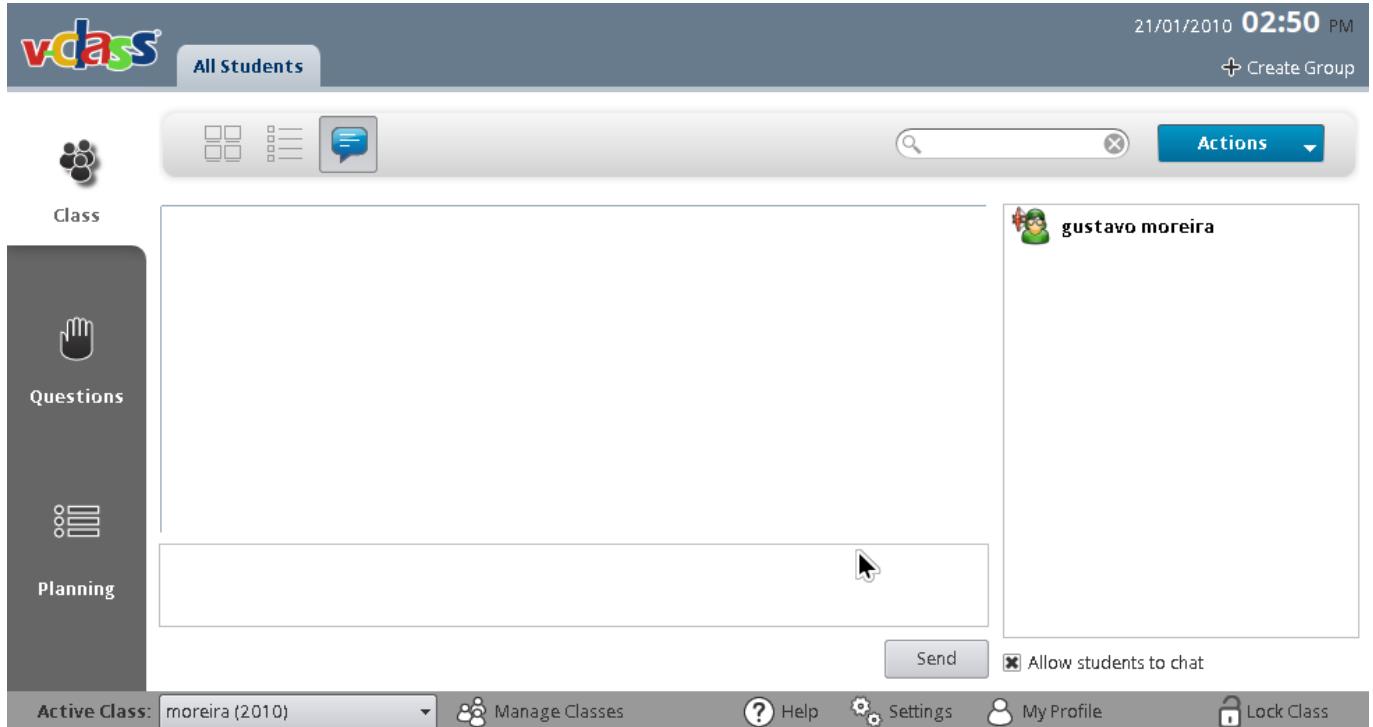
3.6 Access v-Class information

To access v-Class information click the program logo at the top-left corner of the screen. The following window will be displayed:

4 Chat Groups Functions

4.1 Access Chat interface

To access the Chat interface screen select **Class** and click on . The following screen will be displayed:



The screenshot shows the v-Class software interface. At the top, there's a header bar with the v-Class logo, the date '21/01/2010 02:50 PM', and a 'Create Group' button. Below the header is a toolbar with icons for Class, Questions, and Planning. The main area is titled 'All Students' and contains a large empty text box where messages would be typed. In the bottom right corner of this text box, there's a small profile picture of a student named 'gustavo moreira'. At the bottom of the screen, there's a footer bar with options like 'Active Class: moreira (2010)', 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

4.2 Enable Classroom Chat

All connected students can participate to chat. Enable the chat by selecting the option **Enable chat between students**.

4.3 Enable Workgroup Chat

The Workgroup Chat has the same features from the Classroom Chat, but the chat is restricted only to the workgroup participants. Enable the chat by selecting the option **Enable workgroup chat**.

4.4 Send message to workgroup

Type the message in the text field and click on **Send** or hit the **ENTER** key.

4.5 Send private message to other students

Select one or more students from the list by clicking over their names. Type the message in the text field and click **Send** or hit the **ENTER** key.

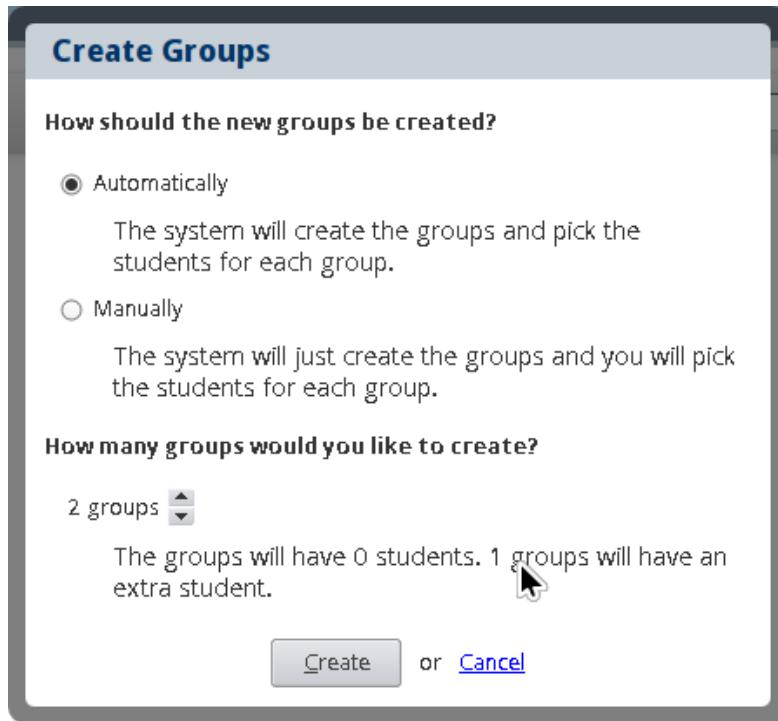
4.6 Monitor chat groups

To monitor all the active chats click on the respective chat group, whether the whole class or a workgroup.

5 Group Collaboration functions

5.1 Create Student Groups

Click on **Create Group** located in the Class screen. The following screen will be displayed:



To automatically create a group select the option "Automatically" and inform the number of groups that will be created, click on **Create Group** to finish.

5.2 Manually Create Student Groups

Click on **Create Group** located in the Class screen. To manually create a workgroup select the option "Manually" and inform the number of groups that will be created then click on Create. Select the created group then click on Add students to this group. Select the students for each group and click on **Apply**.

5.3 Apply actions to student groups

Select the Group where you want to apply an action. Click on **Actions** and select which one will be applied to the students from the group

6 Questions and Answers

6.1 Answer questions

Access the **Questions** menu. The following screen will be displayed:

The screenshot shows the v-Class web application interface. At the top, there's a header bar with the v-Class logo, the date '21/01/2010 02:57 PM', and two tabs: 'Students questions' (which is active) and 'Questions history'. On the left, a vertical sidebar has three main items: 'Class' (with a class icon), 'Questions' (with a hand icon), and 'Planning' (with a grid icon). The main content area shows a message from 'gustavo moreira' that says 'Hello!' and was posted '1 minutes ago.' There's a large 'Answer' button next to the message. At the bottom, there are navigation links for 'Active Class: moreira (2010)', 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'. There's also a 'PDF' button labeled 'Export questions to PDF'.

Select a question and click on **Answer**.

6.2 View Question History

Click the **Question History** tab under the **Questions** menu. The following screen will be displayed:

This screenshot shows the same v-Class interface as the previous one, but the 'Questions history' tab is now active. In the main content area, there's a date selector for 'Year 2010', 'Month 1', 'Day 21', and a calendar showing '31'. To the right of the calendar is a search bar with the placeholder 'Type a keyword...'. The rest of the interface, including the sidebar with 'Class', 'Questions', and 'Planning' sections, and the footer with navigation links and a 'PDF' button for 'Export History to PDF', remains the same.

The questions can be filtered by date or keywords.

6.3 Delete Questions

Select a question and click on **Delete**.

6.4 Export Questions to PDF

Click on **Export Questions to PDF**, all the questions and answers from the current session will be saved.

7 File Transfer functions

7.1 Send file to students

To send files to all students click on **Actions** → **Send File....** Select the file and click on **Open**. To send files to only one or more students select them before sending the file.

7.2 Send homework file

To send homework to all students click on **Actions** → **Send File....** Select the file, check the **Mark as Homework** option and click on **Open**. To send files to only one or more students select them before sending the file.

7.3 Collect homework

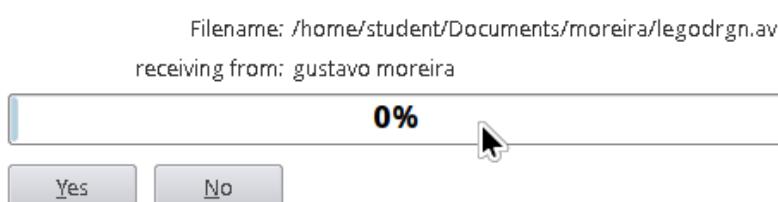
Open the Planning menu and click on **Files**. The following screen will be displayed:

The screenshot shows the v-Class software interface. At the top, there's a navigation bar with tabs: Home, Files (which is selected), Grade book, Lesson plans, Policy Control, Test and quiz, and Videos. The date and time are shown as 20/01/2010 02:22 PM. On the left, there's a sidebar with icons for Class, Questions, and Planning. The main area is titled 'File Manager' and contains a table header for 'Name', 'Transfer Date', 'Size', 'Type', 'Action', and 'Sent to/Received from'. Below the table, a message says 'No files transferred yet.' There are buttons for 'Refresh List' and 'Collect Homework'. At the bottom, there's a footer with 'Active Class: moreira (2010)', 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

Click on **Collect homework**.

7.4 Accept File Transfers Requests

When a file transfer requisition is received the following screen will be displayed



To accept a requisition select it and click on **Ok**.

7.5 View the File Transfer log

Open the Planning menu and click the Files icon to view the File Transfer Log.

To clear the entries of received or sent files select it from the list and click on **Remove Selected**.

8 Grade Book functions

8.1 Create a Grade Book

To access the Grade Book screen click on **Planning** and click on the **Grade Book** icon. In the following screen click on **Create a new grade book**. Then, the following screen will be displayed:

The screenshot shows the v-Class software interface. At the top, there is a navigation bar with tabs: Home, Files, Grade book (which is highlighted in blue), Lesson plans, Policy Control, Test and quiz, and Videos. The date and time are displayed as 20/01/2010 02:36 PM. On the left side, there is a sidebar with icons for Class (a group icon), Questions (a hand icon), and Planning (a grid icon). The main content area has a title 'Create a new grade book'. It asks 'This grade book refers to which year grade ?' with a dropdown menu showing '1'. Below it, 'Enter a description for the grade book' is set to 'Matematics'. A question 'Which kind of grades will be used ?' has two options: 'A - F' (radio button) and '0 - 100%' (radio button, selected). At the bottom, there are 'Create' and 'Cancel' buttons. The status bar at the bottom shows 'Active Class: moreira (2010)', 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

Select the year grade; enter a description to the grade book then click on **Create** to finish the process.

8.2 Edit a Grade Book

Access the Grade Book screen and click on the Grade Book that will be edited. The following screen will be displayed:

v-Class

Home Files Grade book Lesson plans Policy Control Test and quiz Videos

20/01/2010 02:35 PM

Edit grade book

Class Questions Planning

Matemáticas 1

Insert activity Edit activity Remove activity

Students	Grade	verall Mean (%)
gustavo	0.00/0.00	0
Overall Mean of the class		0
Standard deviation of the class		

back

Active Class: moreira (2010) Manage Classes Help Settings My Profile Lock Class

It is possible to modify the score of the listed activities, clique on **Save Grade Book** to finish.

8.3 Add activities to a Grade Book

Access the Grade Book screen and click on the Grade Book that will be edited. Click on the button **Insert Activity** an the following screen will be displayed:

Test Homework Other

File

Value 0.00

Ok Cancel

Select the type of activity or select a test, inform a value for the activity and click **OK**.

8.4 Edit activities from grade book

Access the Grade Book screen and click over the activity name that you want to edit, then click on **Edit activity**. After changing the activity data click on **Ok**.

8.5 Remove a Grade Book

Access the Grade Book screen and select one or more Grade Books to be removed. Click on **Remove selected**.

9 Lesson Plan

9.1 Access the Lesson Plan interface

To access the Lesson Plan interface screen click on **Planning** and select Lesson Plan. The following screen will be displayed:

The screenshot shows the v-Class software interface. At the top, there's a header bar with the v-Class logo, a 'All Students' button, the date '21/01/2010 02:50 PM', and a 'Create Group' button. Below the header is a toolbar with icons for Class, Questions, and Planning. On the left, a sidebar has icons for Class, Questions, and Planning, with 'Planning' currently selected. The main area is a large, empty rectangular box representing the lesson plan. In the bottom right corner of this box, there's a small profile picture of a user named 'gustavo moreira'. At the bottom of the screen, there are several buttons: 'Send', a checkbox for 'Allow students to chat', and links for 'Active Class: moreira (2010)', 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

9.2 Create a Lesson Plan

Click on **Create Lesson Plan**, drag and drop the activities that will be included to the lesson plan, configure each one as you want.

9.3 Edit a Lesson Plan

Select a lesson plan and click on **Edit**, now you can remove or add new activities.

9.4 Delete a Lesson Plan

Select a lesson plan and click on **Delete**

9.5 Apply a Lesson Plan

Access the Classroom interface, click on Actions → Apply Lesson Plan, select the lesson plan and click OK.

10 Policy Control

10.1 Access Policy Control

Access the Policy Control screen by clicking the **Planning** menu and then click on Policy Control. The following screen will be displayed

The screenshot shows the v-Class interface with the 'Policy Control' tab selected in the top navigation bar. On the left, there is a sidebar with icons for 'Class', 'Questions', and 'Planning'. The main area displays a 'Policy Control' section with options to 'Create a new policy' or 'Import a policy'. Below this is a table with columns 'Name' and 'Status'. At the bottom, there are buttons for 'Remove', 'Export', and 'Duplicate'. The footer includes a dropdown for 'Active Class' set to 'moreira (2010)', links for 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class', and a timestamp '21/01/2010 02:30 PM'.

10.2 Create Policy

Click on Create policy. The following screen will be displayed.

The screenshot shows the 'Policy Control' screen with the 'Create policy' dialog open. The dialog has a 'Policy name:' input field. Below it, there are two tabs: 'Programs' (selected) and 'Internet'. Under 'Programs', there are two radio buttons: 'Allow access to' (unchecked) and 'Forbid access to' (checked). There are two text input fields for allowed programs with 'OK' buttons. Under 'Internet', there are two text input fields for forbidden words with 'OK' buttons. At the bottom right of the dialog are 'Save' and 'Cancel' buttons. The footer includes a dropdown for 'Active Class' set to 'moreira (2010)', links for 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class', and a timestamp '21/01/2010 02:32 PM'.

Configure and schedule the policy restrictions for applications and websites, click on Create when done.

10.3 Internet access

Click on the **Internet** tab, The following screen will be displayed:

The screenshot shows the v-Class software interface. At the top, there is a navigation bar with tabs: Home, Files, Grade book, Lesson plans, Policy Control (which is highlighted in blue), Test and quiz, and Videos. The date and time are displayed as 21/01/2010 02:42 PM. On the left, there is a sidebar with icons for Class, Questions, and Planning. The main area is titled "Policy Control" and contains a form for creating a new policy. The "Internet" tab is selected. The form includes fields for "Policy name:" (with a placeholder "Policy name:"), "Programs" (radio button), and "Internet" (radio button, which is selected). Below these are two sets of input fields: "Allow access to" and "Forbid access to", each with a text input field and an "OK" button. To the right of these is a section for "Forbidden words:" with a text input field and an "OK" button. At the bottom of the form are three "Clear list" buttons. In the bottom right corner of the main window are "Save" and "Cancel" buttons. At the very bottom of the screen, there is a footer bar with links: Active Class: moreira (2010) (with a dropdown arrow), Manage Classes, Help, Settings, My Profile, and Lock Class.

Add the websites that will have the access or add only the websites that will be allowed. Site content can also be blocked by content.

10.4 Block applications

Click on the tab **Applications**. The following screen will be displayed:

Check the applications that will be blocked when the policy is activated.

10.5 Edit Policy

Access the Policy Control screen and double click a policy from the list. Change the application, Internet usage and Schedule settings, and click on **Save**.

10.6 Import Policy

Access the Policy Control screen and click on **Import**. Browse for the policy file that will be imported and click on **Open**.

10.7 Export Policy

Access the Policy Control screen, select a policy from the list and click on **Export**. Inform the name of the exported file and click on **Save**.

10.8 Duplicate Policy

Access the Policy Control screen, select a policy and click on Duplicate.

10.9 Apply Policy

Select one or more students, under the class menu, and click on **Actions > Apply Policy**, the following window will be displayed

Select a policy to apply:

Name	Status
superespo...	Active for 0 student(s)

Apply or [Cancel](#)

Select a policy from the list and click on **Apply**.

10.10 Remove Policy

Access the Policy Control screen, select a policy and click on **Remove**.

11 Manage Tests

11.1 Access the tests database

To open the tests database access the Planning menu and click on **Tests**. The following screen will be displayed:

The screenshot shows the 'Test and quiz' section of the v-Class interface. On the left, there is a sidebar with icons for 'Class' (a flower), 'Questions' (a hand), and 'Planning' (a grid). The main area has a title 'Test and quiz' with sub-options 'Create a new test' or 'Import a test'. Below this are three dropdown menus: 'View tests by class: All', 'by status: All', and 'by discipline: All'. A table below these dropdowns lists columns for 'Created on', 'Name', 'Status', and 'Value'. At the bottom of the page, there are navigation links for 'Active Class: moreira (2010)', 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

11.2 Create test

Click on **Create new test**. The following screen will be displayed:

The screenshot shows the 'Test and quiz' interface with the 'Create new test' option selected. The sidebar on the left includes 'Class', 'Questions', and 'Planning' icons. The main form asks 'What you would like to do?' with two radio buttons: 'Create a new test' (selected) and 'Reuse an existing test'. It then asks 'Select the discipline' with a dropdown menu. Next, it asks 'What is the test name?' with a text input field. Below that, it asks 'How many questions it will have?' with a dropdown set to '1' (with a note '(you can change the number of questions later)'). Finally, it asks 'Would you like to insert the test's grades automatically in a gradebook?' with a checkbox. The bottom of the page has the same navigation links as the previous screenshot.

Check the option "Create a new test". Fill the required fields and click **Continue**. The following screen will be displayed:

The screenshot shows the v-Class software interface for creating a test. At the top, there's a navigation bar with links for Home, Files, Grade book, Lesson plans, Policy Control, Test and quiz (which is highlighted in blue), and Videos. The date and time (20/01/2010 04:41 PM) are also at the top right. On the left, there's a sidebar with icons for Class (a group of people), Questions (a hand), and Planning (a grid). The main area is titled "Test and quiz". It has a "Test instructions" section and a "Total score" of 0. Below that, a question is being created: "Question 1" (with a delete button), "Select the question type" (set to "Multiple choice"), "Question score:" (0 points), and "Question wording" (an empty text area). There's also an "Import question" button. At the bottom, there's a toolbar with "Active Class: moreira (2010)", "Manage Classes", "Help", "Settings", "My Profile", and "Lock Class".

Create the questions or click on **Import question** to get questions from the database to be added to the test. To finish the creation click on **Save test**.

11.3 Create test based on an existing test

Click on **Create test**. Check the option "Create from an existing test". Select one test from the list and click **Continue**.

11.4 Edit test

To edit a test, double click a test which status is Not applied. The test information and questions can now be edited. Click on **Save** test to save the modifications.

11.5 Import test

Click the button **Import test**. Check the option "Import from an existing test". Select a test and click **Open**.

11.6 Duplicate test

Select a test from the list and click on **Duplicate** to create a copy of the selected test.

11.7 Export test

Select a test from the list and click on **Export**. Select the path where the test will be saved and click on Save.

11.8 Correct test

To correct a test select it and click on Manual Correction. To change the correction of a test that it were corrected before click on Change correction. The following screen will be displayed after you click:

Student: gustavo
Math 001 (0 closed, 1 opened)
Application Date: 21/01/2010
Teacher: moreira
Grade: 0 / 2

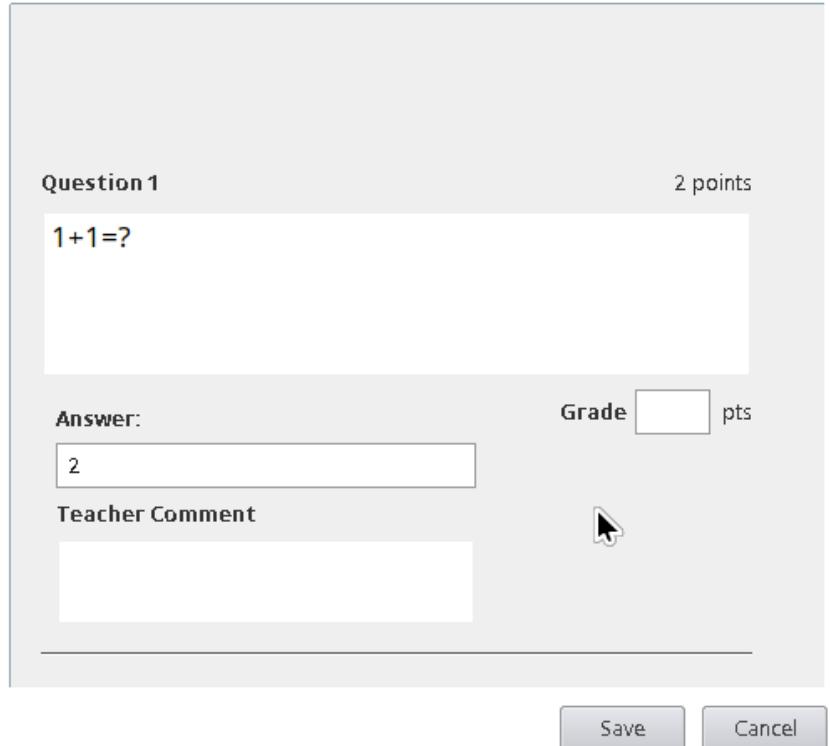
Question 1 2 points

1+1=?

Answer: Grade pts
2

Teacher Comment

Save Cancel



11.9 Delete test

To delete a test, select one or more tests from the list which status is Not applied and click on Delete.

12 Manage Questions

12.1 Access the question database

Access the Planning menu and click on **Test and Quiz** then click on **Manage Question Database** and the following screen will be displayed:

The screenshot shows the v-Class software interface. At the top, there is a navigation bar with links: Home, Files, Grade book, Lesson plans, Policy Control, **Test and quiz**, and Videos. The date and time (20/01/2010 04:25 PM) are also displayed. On the left, there is a sidebar with icons for Class, Questions, and Planning. The Questions icon is highlighted. The main area is titled "Test and quiz" and contains a "Create new question" button. There are dropdown menus for "View questions by discipline" and "by type", both set to "All". Below these are four filter buttons: "Created on", "Question", "Discipline", and "Type". A "Delete selected" button is located at the bottom left of the main area. At the bottom of the screen, there is a footer with links: Active Class (moreira (2010)), Manage Classes, Help, Settings, My Profile, and Lock Class.

12.2 Create questions

To create new questions access the **Question Database** and click on **Create new question**. The following screen will be displayed:

The screenshot shows the v-Class software interface. At the top, there is a navigation bar with links: Home, Files, Grade book, Lesson plans, Policy Control, Test and quiz (which is highlighted in blue), and Videos. The date and time are displayed as 20/01/2010 04:26 PM. On the left side, there is a vertical sidebar with icons for Class (three circles), Questions (hand), and Planning (calendar). The main area is titled "Test and quiz" and contains a "Create Question" form. The form includes fields for "Select the discipline" (with a dropdown menu "Select a discipline"), "Select the question type" (with a dropdown menu "Multiple choice"), "Question score" (a field with "points" next to it), and "Question wording" (a large text input area with a cursor). Below the wording area, there is a "Insert" button followed by three icons: Image, Video, and Audio. At the bottom of the main area, there are navigation links: Active Class: moreira (2010) with a dropdown arrow, Manage Classes, Help, Settings, My Profile, and Lock Class.

Select or type a new discipline, choose the question type, type the question score, the wording and add multimedia content if needed. Fill the possible answers, if it is a multiple choice questions, and click on **Save question**.

12.3 Edit questions

To edit a question access the **Question Database** and double click the question that will be changed. The following screen will be displayed:

Edit Question

Discipline

Question type **Question score**
 points

Question statement

Insert

Question options

Answer

Edit the question and click on **Save question** when finished.

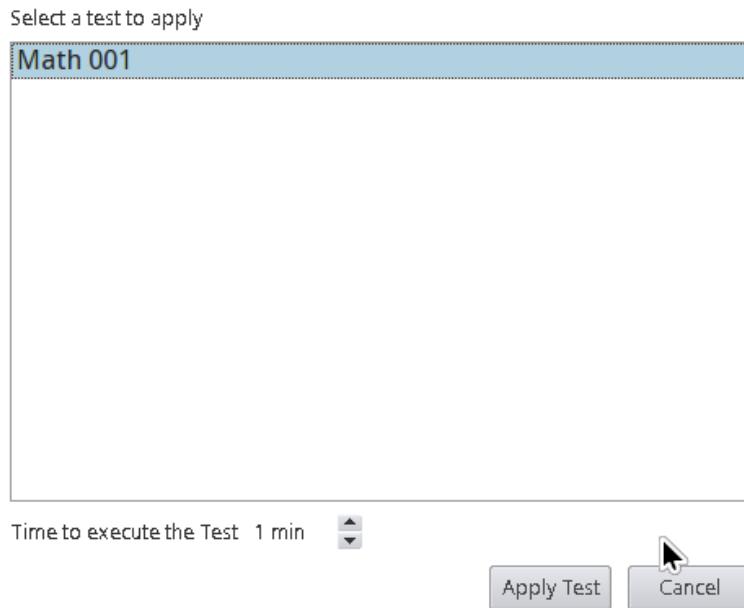
12.4 Delete questions

To remove one or more questions access the **Question Database** select the questions and click on **Delete selected** to remove

13 Test Application

13.1 Apply Test

In the main window open the Class menu. Click on **Actions → Apply test**. The following window will be displayed:



Select a test from the list, inform the time limit to answer the test and click on **Apply Test**. The following screen will be displayed:

A screenshot of the v-Class application interface. The top navigation bar shows the date and time as "21/01/2010 03:29 PM" and includes a "Create Group" button. The main toolbar includes icons for Class, Questions, and Planning, along with a search bar and an "Actions" dropdown menu. On the left, a vertical sidebar has tabs for Class, Questions, and Planning. The "Class" tab is active, showing a student named "gustavo moreira" with a progress bar indicating "Remaining time: 00:00:38". At the bottom, there are buttons for "Manage Test", "Stop", and "Suspend". The footer contains links for "Active Class: moreira (2010)", "Manage Classes", "Help", "Settings", "My Profile", and "Lock Class". A cursor is visible near the "Stop" button.

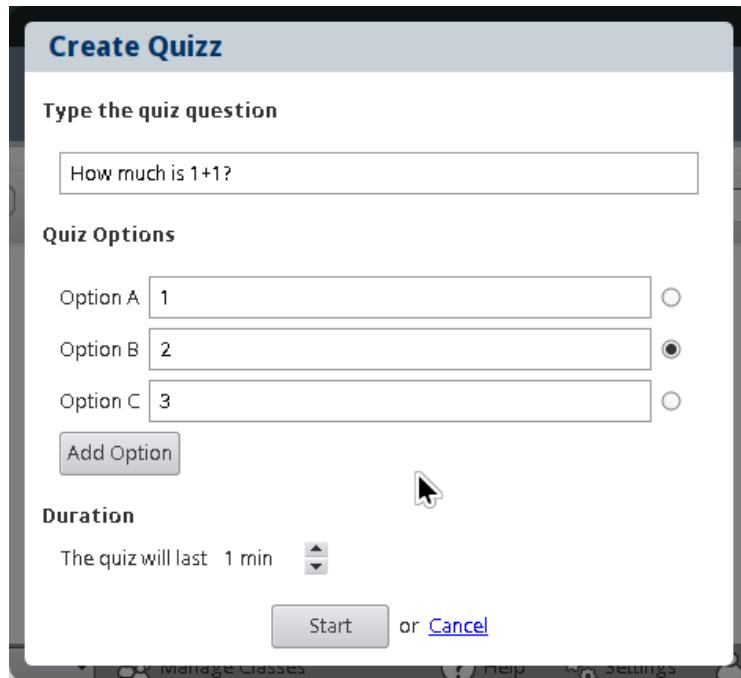
13.2 Pause test execution

On the **Class** menu click on **Pause**. To continue the test click on **Resume**.

14 Instant Quiz functions

14.1 Creating a quiz

Access the classroom screen and click on **Actions** → **Create quiz**. The following screen will be displayed:



Fill in the question and possible answer, to finish click on **Create**.

14.2 Applying a quiz

After creating a quiz, inform for how long the quiz will be available and click on **Apply Quiz**. The student answers are displayed in the **Class** screen as displayed below.

The screenshot shows the v-Class application interface. The top bar includes the v-Class logo, date (20/01/2010 03:45 PM), and 'Create Group' button. The left sidebar has tabs for 'Class' (selected), 'Questions', and 'Planning'. The main area shows a student named 'gustavo' with a green circular badge containing a white letter 'B'. A message box at the bottom says 'Best rated: B (100%)' and 'Quiz has finished!'. The bottom navigation bar includes 'Active Class: moreira (2010)', 'Manage Classes', 'Help', 'Settings', 'My Profile', and 'Lock Class'.

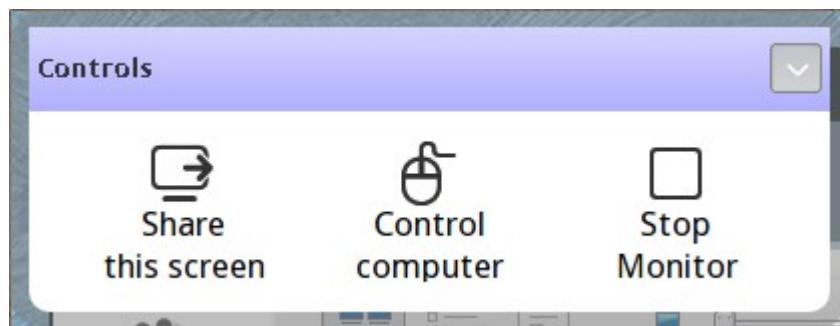
15 Presentation and Monitor

15.1 Display screen to the students

Access the Class screen. Click on **Actions** → **Display my screen...** select if you want to display the whole screen or just a portion and if the students will have their computers blocked. Click on Display to start the presentation. To display the screen to one or more students select them before applying the action.

15.2 Monitor student

Select the student that will be monitored. Click on **Actions** → **Monitor Student**. The following window will be displayed along with the student screen:



Click on **Control Computer** to use the student's computer or click or click on **Stop Monitor** to return to the main window.

15.3 Display student screen to other students

Select the student who will have the screen shared. Click on **Actions** → **Monitor student** and then click on Share student screen. Confirm it by clicking on OK.

16 Displaying a Movie functions

16.1 Add video to library

To access the video collection click on Planning → Video. The following screen will be displayed

The screenshot shows the v-Class software interface. At the top, there is a navigation bar with tabs: Home, Files, Grade book, Lesson plans, Policy Control, Test and quiz, and Videos. The Videos tab is selected, indicated by a blue border. The date and time are shown as 20/01/2010 05:10 PM. On the left, there is a sidebar with icons for Class (selected), Questions, Planning, and Help. The main area is titled "Video manager" and contains a table with one row. The table has columns for Name, Size, and Status. The row shows "Black Eyed Pe..." with a size of "28 megabytes". There is a "Test" button next to the status column, which is currently "OK". A yellow box with a red close button contains a hint: "Select a video and click the Test button to test playback. Videos with OK status can be played to students." Below the table is a button labeled "Add a new video". At the bottom, there is a toolbar with buttons for Help, Settings, My Profile, and Lock Class. The "Active Class" dropdown shows "moreira (2010)".

Click on **Add a new video**. Select a video and click on **Open**.

16.2 Test video

To test a video click on **Test**, the results will be displayed in the status column

16.3 Display a video to students

Select which students will watch the video, click on **Actions → Play a Video**. The following screen will be displayed:

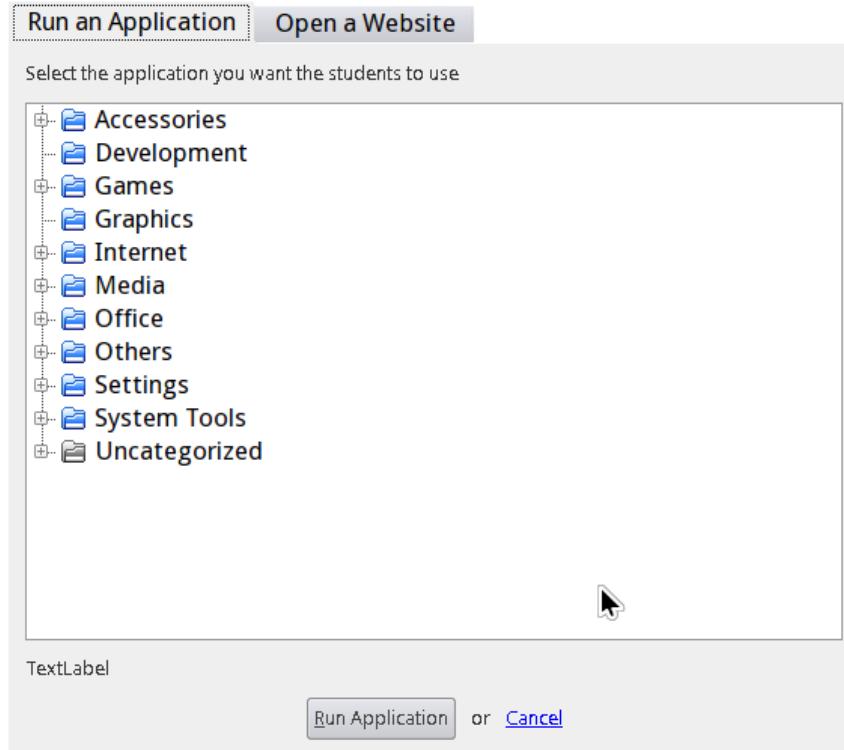


Select the video that you want to play and click on OK.

17 Remote Commands

17.1 Run application on the students' computer

Select the students where the application will be opened and click on Actions → **Run application or website**. Click the tab Run Application and the following screen will be displayed:



Select a program from the list and click on **Run application**.

17.2 Open website on the students' computer

Select the students where the website will be opened and click on Actions → **Run application or website**. Click the tab **Open Website**. Inform the URL and press Enter. A preview of the website will be displayed as shown below:

Run an Application **Open a Website**

Type the address of the website you want the students to browse

Preview of Google

[Web](#) [Images](#) [Videos](#) [Maps](#) [News](#) [Shopping](#) [Gmail](#) [more](#) | [Google](#) | [Search settings](#) | [Sign in](#)



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or [Cancel](#)

Click on **Open Website** to display it to the students.

18 Silence Mode

18.1 Block Students's Computers

In the main window click on Class. Select the students that you want to block or just click on **Actions → Lock Computers**. The students will now be blocked, their keyboard and mouse will be disabled.

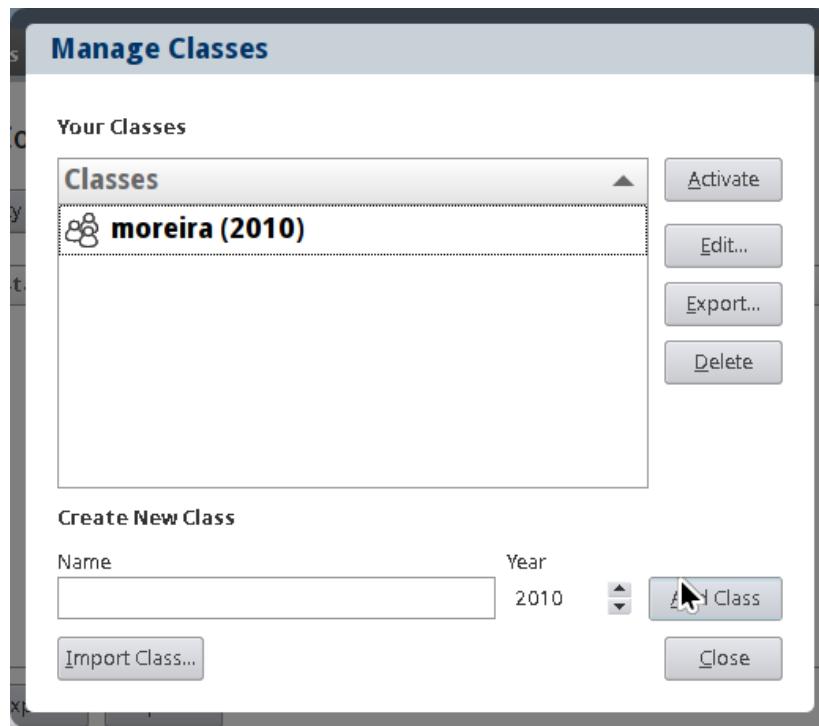
18.2 Unblock Students' Computers

In the main window click on Class. Select the students that you want to unblock or just click on **Actions → Lock Computers** to unblock them all.

19 Managing Class Models functions

19.1 Acessar gerenciamento de modelos de classe

Click on **Manage Classes** located at the bottom of v-Class main window. The following screen will be displayed:



19.2 Activate a class model

Select a class from the list and click **Activate class**

19.3 Create a Class Model

Fill in the "Name" and "Year" fields and click the button **Add Class**.

19.4 Import a Class Model

To import a class model click on **Import Class** and select the file to be imported.

19.5 Edit a Class Model

Select a class model from the list and click on **Edit**. It is possible to change the class name, year and to remove students from the class. To change the Name or Year just fill in the new values. To remove students from the list select them and click on **Delete**.

19.6 Export a Class Model

Select a model from the list and click on **Export**.

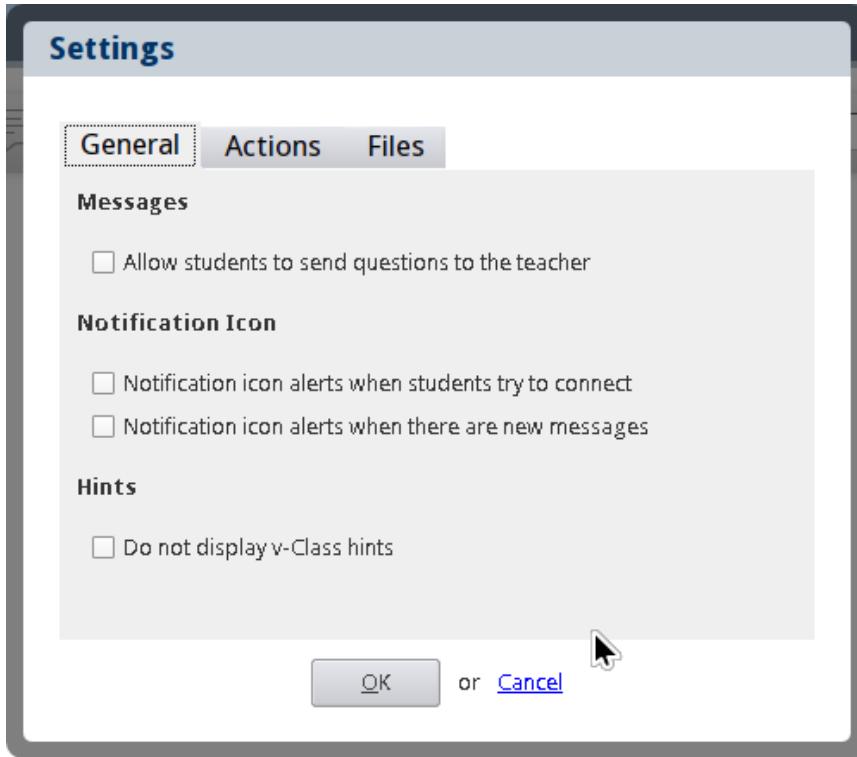
19.7 Remove a Class Model

Select a class model from the list and click on **Delete**.

20 Settings

20.1 Access the Settings Window

Click on **Settings** located at the bottom of v-Class main window. The following screen will be displayed



20.2 Enable Questions from students

In the **General** tab check the option **Allow students to send questions to the teacher**.

20.3 Enable Notifications

In the **General** tab, check the notification icon options that you want to enable. There are two notification icons, one for students' connection attempts and another for messages sent by students.

20.4 Disable v-Class Hints

In the **General** tab check the option **Do not display v-Class hints**.

20.5 Disable Confirmation Messages

In the Actions tab, check the option **Do not show confirmation messages**.

20.6 Set display message for blocked computers

In the Actions tab, type the message in the field **"Block Computer" message**.

20.7 Set directory for received files

In the **Files** tab, inform the path where the received files will be saved.

Na aba **Arquivos**, preencha o campo **Salvar os arquivos recebidos na pasta:** e clique em Ok.

20.8 Set directory in the students' computer

In the **Files** tab, inform the path where the files will be saved in the students' computers.

21 Contacts



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